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Manual

MS055-02 Statitrol Records

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Statitrol Purchasing Policy

Statitrol Corporation

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PURCHASING
POLICY

It is the policy of **Statitrol Corporation** to deal with all suppliers and vendors in a fair and professional manner. Business negotiations will be conducted with courtesy and to the highest ethical standards. A few excerpts from the **Statitrol Procurement Manual** are listed below for your information and to help you relate to **Statitrol**.

Function

The procurement function involves the purchase of materials, supplies, equipment and services at the lowest possible cost consistent with the quality and delivery required. Our goal is the promotion of **Statitrol's** best interest through intelligent action and fair dealings with suppliers, which will result in obtaining the maximum projected value for each dollar of expenditure.

Policy

All contacts with vendors regarding quality, price, cash discounts, delivery, etc., should be handled by the Procurement Department. Any changes in quantity, price, quality, delivery, etc., must be confirmed in writing.

At no time will any employee who is not a member of the Procurement Department commit himself to any vendor as to preference for a product or source of supply nor reveal competitive prices or performance, nor assume to give final approval on price or product.

All vendors will be encouraged to submit full information regarding their products and services. A vendor library will be maintained in the Procurement Department and will be available to all personnel. Whenever helpful, direct discussion between vendors and technical staff will be encouraged.

It will be the practice of the Procurement Department, whenever practical, to obtain competitive quotations. Where quality and delivery are equal, order will be given to the low bidder. A salesman will never be allowed to revise a bid after submission.

The only exceptions we would accept are, that there would be new data, specifications, or a complete misunderstanding of quotes. At that time, arrangements could be made to submit new quotes.

The "Purchase Order" is originated only in the Procurement Department. It must contain all the information required for the vendor to perform the required delivery.

Vendor Selection

The selection of the proper vendor for a purchase is never to be taken lightly. Some of the factors to be considered are:

1. Vendor integrity.
2. Geographic location.
3. Past history of meeting schedules and quality.
4. Vendor's interest in assisting **Statitrol**.
5. Financial stability of the vendor.

Vendor Relationship

Statitrol personnel will keep entirely free of any obligation to any vendor. They will accept no favors nor gratuities which could influence their judgment or decisions.

These excerpts should help you understand the underlying policies and philosophy in procurement at **Statitrol Corporation**. Please contact any member of the Procurement Department if you have additional questions or comments.

Interviewing Hours

Tuesday - Wednesday - Thursday

10:00 A.M. - 3:00 P.M.

Appointments can be made in
advance that differ from
Interviewing Hours.

Telephone: (303) 986-1581

